

Research Associate at the Portland DBT Institute

Position: Outpatient & IOP Clinic Operations and Research Associate
Portland DBT Institute, Inc., Portland, OR

About Us:

Portland DBT Institute (PDBTI) is located in the heart of Portland, Oregon. We are a free-standing, outpatient clinic and training institute that serves both public and private sectors. We are an interdisciplinary team that places high value on ongoing professional development, providing quality service to clients of all backgrounds, and creating a supportive and equalitarian environment in which to work. We offer [comprehensive outpatient DBT](#) and **DBT Intensive Outpatient Treatments (IOP)** for [multi-diagnostic adults](#) including those with [eating disorders](#), as well as [teens and families](#). In addition to a wide range of clinical services, PDBTI provides training, consultation, and supervision in DBT regionally and throughout the United States. A [robust in-house training program](#) is available to all PDBTI staff to further enhance mastery of DBT and CBT. The Clinic Operations and Research Associate will have the opportunity to work closely with DBT experts, Linda Dimeff, PhD (Institute Director) and Andrew White, PhD, ABPP (Associate Director), in conducting and presenting DBT research. The associate will also have the opportunity to assist in operations and quality improvement efforts for one of the largest free-standing DBT clinics in the world.

PDBTI provides a full array of [DBT services for adults, young adults and teens](#). Specialty programs include: DBT for Eating Disorders, DBT for Substance Abusers, DBT for PTSD and BPD. We also offer medication management services and provide a number of services designed to treat environments (e.g., Family & Friends Orientation Workshop, DBT-influenced couples and family therapy). We are a state-licensed clinic and comply with all state requirements related to quality assurance and consumer protection. We are certified by the DBT-Linehan Board of Certification. For more information about our program, please see our website at www.pdbti.org. We are excited to offer a successful operations and research mentoring program for post-baccalaureate undergraduates seeking highly competitive PhD programs in clinical psychology.

Job Description: This position is ideal for highly motivated, academically outstanding, graduate school-bound post-baccalaureates because of the wide range of opportunities afforded by this job. Tasks performed by the **Outpatient and IOP Clinic Operations and Research Associate** will include a wide range of clinic activities across three domains: Operations, Research, and Clinical. This position reports directly to PDBTI's Associate Director, Andrew White, PhD, ABPP. **Operations activities** include: providing client orientation and overseeing administration of patient outcomes assessments; recruiting, screening, and providing operational oversight of an IOP service line managing other skills group co-leaders. **Research activities** include: aiding in writing and submitting human subjects applications; implementing clinic policies and procedures for conducting research; cleaning and analyzing data in preparation for presenting and publishing papers. The associate will have opportunities to serve as a co-author on

presentations of data and publications. **Clinical activities** include: leading and co-leading DBT skills training groups in IOP program, developing/overseeing a DBT skills training fidelity process applying best practices. The associate will learn DBT skills and know how to teach them with complex, multi-diagnostic patients by serving as a co-leader as well as overseeing operations administration. Please note: Many of our patients we serve struggle with wanting to live and are suicidal. PDBTI provides extensive training and support to prepare all staff, including our Ops team, in working with people who are suicidal. While this job provides a rich opportunity to learn evidence-based suicide care and help people who are suicidal, it can be stressful and emotionally hard at times.

The ideal candidate will be: ambitious, highly motivated, tech-savvy, an efficient problem-solver, and highly personable with a broad range of skills including: exceptional project management and organizational abilities, strong writing and excellent communication skills, and detail-orientation. Because a central responsibility will involve care and oversight of our research participants who are clinic clients and co-leading DBT groups, we are particularly interested in individuals with a natural talent in forming strong professional relationships based on genuine regard, warmth, and competence. It is important that the person hired for this position can tolerate the emotional distress of working with persons who are suicidal.

Other responsibilities will include:

- Conducting literature searches and extracting key content
- Establishing and maintaining strong relationships with clinician and patient research participants
- Overseeing conduct of clinic wide efforts to gather outcome measures, track compliance, and facilitate data completion by clinicians and patients.
- Aiding clinic leaders in developing research infrastructure
- Aiding in data cleaning, data analyses, and writing up research findings.
- Developing study materials and protocols
- Creating and maintaining databases

Essential Qualifications:

- Friendly, personable, and approachable
- Excellent communication skills, in person, writing, and via email
- Highly detail oriented, organized and thorough
- Comfortable making phone calls
- Tech savvy; not intimidated by learning new technology
- Active problem-solver and independent worker
- Background, or interest, in health or mental health
- Effective in an unstructured environment; a self-starter who doesn't require continuous supervision and oversight
- Able to juggle many balls (metaphorically, of course) at one time
- Enthusiastic team-member who thrives in tight-knit environment
- Research experience

Salary. Salary begins at an annualized full-time salary of \$47,000; Year 2, \$52,000; Year 3, \$56,000; and Year 4, \$60,000.

Applicants:

Candidates will be required to live in the Portland, OR. Position is full-time with benefits. Please send letter of interest, unofficial undergraduate transcript(s), and resume to Program Administrator Brianna Johnson at bjohnson@pdbti.org.